



Job Opportunity Bulletin

Office Technician (Typing)

2 Positions Available

Tenure/Timebase:	Full Time/Limited Term 24 months
Work Hours:	8:00 am – 5:00 pm
Office/Location:	California Commission on Teacher Credentialing Certification, Assignments & Waivers Division 1900 Capitol Avenue Sacramento, CA 95814-4213
Salary:	\$2510 - \$3050/month
Final Filing Date:	March 24, 2006 or until filled
Contact:	Brenda Cunningham (916) 323-4650

DUTIES:

Under the supervision of a Staff Services Manager I, in the Certification Operations Section, the incumbent is responsible for the following:

- Process the simplest types of credential applications; i.e., 30 day substitute, clear to clear renewals, five year preliminary and professional clear credentials that have the recommendation of an institution of higher education and input the data into the computer.
- Answer phones, e-mail and correspondence by sending leaflets and responding to basic questions about California teacher certification.
- Enter cashiering application information into an automated data records system.
- Mail documents for the Document Preparation Unit.

CONDITIONS OF EMPLOYMENT: Fingerprint Clearance is required.
Must be able lift a minimum of 35 pounds.

DESIRABLE QUALIFICATIONS:

- Demonstrated ability to be punctual and have good attendance
- Ability to work independently with minimal supervision
- Dependable with good work habits and the ability to follow oral and written directions
- Ability to learn detailed information quickly
- Ability to establish good working relationships and communicate effectively with staff at all levels and with the public

WHO MAY APPLY:

Individuals who have eligibility to the above class (e.g., transfer, list, or reinstatement) may apply. The appointment is subject to the State Restriction of Appointment (SROA) provisions.

IMPORTANT NOTE:

Interested applicants must submit a State Application (STD 678), to the above address, Attn: Brenda Cunningham. All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) and include RPA No. 06-059 and 06-102 on the front of the application. All applications will be reviewed; however, only the most qualified applicants will be invited for an interview.

The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.
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